EXECUTIVE SECRETARIAT Routing Slip TO: ACTION INFO DATE DCI DDCI EXDIR D/ICS 多 DDL 等定量 6 DDA Z DDO 8 DDS&T 9 Chm/NIC 12 Compt 13 D/EE0 14 D/Pers 15 D/OEA 16 C/PAD/OEA SA/IA 18 AO/DCI C/IPD/OIS. 6-2-4-X Remarks: Executive Secretary 7/6/83

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The Library

Executive Registry 83-35,99

The University of the West Indies

St. Augustine, Trinidad, Trinidad & Tobago. Tel: 662-5242 Cable: "STOMATA" Our Ref:

27 MAY 1983

Please supply the items described on the enclosed Purchase Order (s) in accordance with the following instructions:-

- Invoices to be rendered with the books in triplicate. In the case of American vendors invoice should be rendered in quadruplicate.
- 2) Please report if item is out of sto k, or delivery delayed.
- 3) No item should be supplied six (6) months after receipt of the order without first consulting the Librarian and securing his/her agreement to its supply.
- 4) Invoices to quote full order number in respect of each item.
- 5) All transportation charges to be shown on the invoice.
- 6) Please report before supplying if price is £10/US\$20 higher than price quoted on order:
- 7) Please note that all items are ordered subject to the purchaser's inspection and approval. Items which do not comply with the details given on the order may be returned at the discretion of the purchaser at the vendor's expense.
- 8) All packages and correspondence should be addressed to:-

The Orders Unit
Library
The University of the West Indies
St Augustine
TRINIDAD & TOBAGO, W.I.

(Mrs.) Maureen Henry

Librarian II

Technical Services

TSA 1

Tylli Xangall

